



Request for Proposal (RFP)

Background:

Established in August 2002, the Welfare Association for the Development of Afghanistan (WADAN) is an indigenous NGO that envisions a peaceful, educated, drug free, democratic, developed and prosperous Afghanistan. Our mission is to advance the spread of democratic principles, development, social justice, human rights, and freedom; and to strengthen communities and local governance by promoting effective community and institutional development practices and drug control initiatives. For details please visit our websites at www.wadan.org.

WADAN in collaboration with The Asia Foundation is implementing the two-year project titled “Promoting Regional Cooperation Capacity in Ministry of Foreign Affairs PRCC-MoFA” phase II with the Delegation of the European Union funding and in close coordination with MoFA. The objectives of the project are to build the capacity of the Regional Cooperation Directorate (RCD) within MoFA to enable it to lead the country efforts in promoting regional cooperation.

As part of the capacity building program to the Regional Cooperation Directorate staff, WADAN in partnership with the Asia Foundation would like to **organize a short-term training in Jakarta, Indonesia**. The training program will focus on the regional cooperation and multilateral diplomacy. The program will empower the Regional Cooperation Directorate staff to promote the agenda of Afghan government on regional integration and cooperation.

The program will be for **6 days** excluding round trip and start on **January 14, 2020**. There will be 7-8 participants attend the program and the program descriptions is as below;

Date & Day	Location	Program
13, January 2020	Kabul – Jakarta	Departure
14, January	Jakarta	Regional Economic Cooperation – the ASEAN Model
15, January		Multilateral Diplomacy – the ASEAN Model
16, January		Dividend of Regionalism in ASEAN Region
17, January		Functionality of ASEAN as a Regional Organization
18, January		Exposure Visit to ASEAN Secretariat
19, January		Free-day (City Tour)
20, January	Jakarta – Kabul	Return

WADAN would like to hire a qualified training service provider to provide a complete package of training including;

- Identify and hire qualified individual for each topic and include their CVs in the proposal
- Arrange round trip air tickets and accommodation in reasonable 4-star hotel in Jakarta, Indonesia
- Book training venue with state of art to accommodate the participants, preferable in the same hotel where participants lodge



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- Provide lunch, dinner and refreshment for the training days.
- Arrange required stationary for the training days
- Arrange study tour for one day including transportation
- Training kits and certification of completion
- Airport shuttle/transfer
- Process their visas if needed

Qualified service provider can submit their technical proposal that cover the general description and historical background of the applicant, along with the conducted activities and previous related experience by sharing examples also the capacity and the approach used in developing and conducting similar trainings. CV of the trainer should be sent along the proposal using the template provided.

Please also submit the detailed budget breakdown for the services requested in the above objectives including all costs.

Proposal Submission Guidelines:

Qualified service provider can submit their technical proposal by hand to WADAN's Head Office: House # 4, Street # 6, Opposite to Ministry of Commerce and Industry, District 6, Dar Ul Aman Road, Kabul

Or through email to: info@wadan.org

Mobile: 07844113046 and 0730638526

The deadline for proposal submission is **December 20, 2019**.